

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Agril. Mktg. Dept. – Rythu Bazars – Issue of certain guidelines / instructions and delegation of powers to the C & DAM for release of funds to Rythu Bazars and enhancement of remuneration to Estate Officers of Rythu Bazars etc. – Orders - Issued.

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AGRICULTURE AND COOPERATION (AM.IV) DEPARTMENT

**G.O.Ms.No. 29**

**Dated:16-02-2012**  
**Read the following:-**

- 1) G.O.Ms.No.254, Agri. & Coop. (Mktg.II) Dept., dt. 27-9-2003
- 2) G.O.Ms.No.216, Agri. & Coop. (Mktg.II) Dept., dt.27-08-2004.
- 3) G.O.Rt.No.1174, Agri. & Coop. (Mktg.II) Dept., dt.16-11-2006.
- 4) G.O.Rt.No.437, Agri. & Coop. (Mktg.II) Dept., dt.19-4-2007.
- 5) G.O.Ms.No.289, Agri. & Coop. (A.M.IV) Dept., dt.23-10-2008.
- 6) G.O.Rt.No.52, Agri. & Coop. (A.M.IV) Dept., dt.12-01-2011.
- 7) From the C&DAM, A.P., Hyd., Lr.No. RBZ/160/2008, dated 22-01-2009 and 08-01-2010.
- 8) From the C&DAM, A.P., Hyd., Lr.No. RBZ/11/2011, dated 20-06-2011.
- 9) From the C&DAM, A.P., Hyd., Lr.No. RBZ/11/2011, dated 15-07-2011.

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**ORDER:**

Earlier certain guidelines have been issued in the references first to sixth read above, on appointment of Estate Officers, constituting committees for day-to-day monitoring and certain financial powers to the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad etc. During the review meeting held by the Hon'ble Minister (Marketing & Warehousing) on 18-03-2011, Hon'ble Minister (Marketing & Warehousing) instructed to review the existing G.Os. and issue a comprehensive G.O. to over come the ambiguity in the existing G.Os.

2. Accordingly, the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad has sent proposals vide references seventh to ninth read above for issuance of orders on administrative powers, terms and conditions for appointment of Estate Officers / Supervisors on contract basis in Rythu Bazars along with the duties of the Estate Officers / Supervisors.

3. Government after careful examination has decided to supersede the orders issued in the references first to seventh read above and also other orders issued on the subject from time to time and to issue new guidelines for establishment of new Rythu Bazars in the State with the administrative powers and functions and terms and conditions for appointment of Estate Officers / Supervisors on contract basis in Rythu Bazars along with the duties of Estate Officers / Supervisors as annexed to the orders.

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4. The Commissioner and Director of Agricultural Marketing, A.P., Hyderabad shall take further necessary action in the matter.

5. This orders issues with the concurrence of Finance (Exp.A&C) Department, vide their U.O.No.882/414/A2/EAC/2011, dated 18-10-2011.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R. KRISHNA RAO,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner & Director of Agricultural Marketing, A.P., Hyderabad.

Copy to:

P.S. to Minister ( Mktg & W.H)

P.S. to the Addl. Secy. to Chief Minister.

P.S. to Prl. Secy (AM&C), Agri. & Coop. Department.

SF/SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER.

## ANNEXURE - I

to G.O.Ms.No. 29 , Agri. & Coop. (AM.IV) Dept., dated :16-02-2012

### ADMINISTRATIVE POWERS AND FINANCIAL POWERS:

#### **ADMINISTRATIVE POWERS :**

##### **1. Appointment and removal of Estate Officers and Supervisors for Rythu Bazars:**

- a. Appointment and removal of Estate Officers of Rythu Bazars in the entire State shall be henceforth done by the CEO, Rythu Bazars who shall be assisted by a committee consisting of the respective AD marketing and AD Horticulture of the concerned district.
- b. Appointment and removal of other Assistants in Rythu Bazars, hereafter called as 'Supervisors', if needed, shall be henceforth done by the Joint Collector concerned. He shall be assisted by a committee consisting of AD Marketing, AD Horticulture and AD Agriculture. All the existing staff other than Estate Officers shall henceforth be called as Supervisors.
- c. The appointment of security persons and maintenance of staff, if needed, shall be done by the Joint Collector.
- d. The appointments shall be strictly as per the terms and conditions mentioned in the annexure. The CEO and Joint Collector shall issue a speaking appointment order to the selected Estate Officer and Supervisors respectively. No person shall be allowed to work in the Rythu Bazars without specific written orders from the CEO/Joint Collector.
- e. The maximum number of persons that can be appointed in a particular Rythu Bazar shall be determined by a committee headed by CEO, Rythu Bazars and assisted by AD Marketing, AD Horticulture and AD Agriculture of the respective district. Under no circumstances, persons in excess of the prescribed limit shall be appointed in any Rythu bazar. The Joint Collector shall take necessary action to remove the excess staff, if any.
- f. In order to maintain uniformity in the State, all issues relating to the remuneration payable to the Estate Officers/Supervisors and it's subsequent enhancement, if necessary, shall be decided by the CEO, Rythu Bazars only, as per rules.

##### **2. Allotment of stalls to farmers:** The allotment of stalls to farmers shall be done by the Estate Officer fortnightly on First Come First Serve basis. The other aspects relating to identification of farmers and issue of identification cards to them shall be as per the 'functional manual on Rythu Bazars'.

##### **3. Allotment of stalls to Groups:**

- a. Joint Collector of the district shall be the competent authority to allot stalls. He shall head a Selection Committee consisting of the following officers who will scrutinize the applications from self help groups and select for allotment.

i. Asst. Director of Marketing	----	Convener
ii. District Youth Welfare Officer	----	Member
iii. Asst. Project Director (DRDA)	----	Member
iv. Estate Officer of concerned Rythu Bazar	----	Member

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- b. No stall shall be allotted to groups without specific proceedings from the Joint Collector concerned.
- c. The number of stalls allotted to groups in a Rythu Bazar shall not exceed 25% of the total number of stalls. However, if there is no sufficient demand for stalls from the farmers, the allotment to groups may be increased up to 40% of the total number of stalls.
- d. **Selection – Procedure:-**
  - i. The above selection-committee shall invite applications by issuing a press notification specifying the number of stalls proposed for allotment in each Rythu Bazar. Based on their performance, seniority and internal savings, groups shall be assigned ranks.
  - ii. Self Help Groups which are registered under DRDA schemes are only eligible to apply.
  - iii. Number of stalls to be made available to IKP/CMEY groups shall be specified in the notification. Separate ranking shall be followed for IKP and CMEY groups.
- e. **Eligibility of the groups:-**
  - i. Groups which were allotted stalls once shall not be considered again for allotment.
  - ii. Only those groups which are registered at least one year prior to the date of notification are eligible.
  - iii. Groups shall have savings bank account and saving should be maintained regularly for a period of one year.
  - iv. Group must have maintained proper books of accounts, minutes book in support of their activities.
  - v. Groups which are registered outside the district cannot be considered for allotment.
  - vi. As far as possible, groups which are registered within revenue mandal in which the Rythu Bazar is located shall only be considered. However, if there are no suitable groups, selection committee may invite applications from other mandals also.
  - vii. All the members of the group must express their willingness to run a stall in Rythu Bazar with the common funds of the group. A resolution to this effect signed by all members should be attached with the application form.
  - viii. Groups to whom the financial assistance was already sanctioned for the purpose of carrying out some other group activity cannot be considered for allotment of stall in Rythu Bazar.
  - ix. Groups which have been given allotment and completed one year are not eligible to re-apply.
  - x. The Assistant Project Director shall verify the eligibility of applicant groups as per the above norms and submit a report to that effect to the Joint Collector.
- f. **Period of allotment:-** Period of allotment shall not exceed 3 years from the date of issue of order by the Joint Collector.
- g. **Rentals and maintenance charges:-** Joint Collector is competent to levy monthly rentals and maintenance charges payable by each group which shall be revised every year. Self help group shall pay the charges to the Estate Officer every month. Failure to pay charges within the stipulated time, shall result in cancellation of allotment.

- h. **Electricity Charges**:-Estate Officer shall take action on electricity charges as decided by Joint Collector. Wherever it is possible sub meters may be fixed. where it is not feasible, Joint Collector may fix the monthly electricity charges to be paid by each group based on size of stall, type of commodities sold, number of hours of usage etc.,
- i. **Types of vegetables / Commodities to be sold**:- Estate Officer shall specify the vegetables which are not grown locally and permit the sale of only such vegetables by the groups. However, if the vegetables locally grown are not available at that point of time, the Estate Officer may allow such vegetables to be sold in the Rythu Bazar. Based on the seasonal conditions, the Estate Officer shall specify the vegetables for each group for every three months.
- j. **Procurement**:- Vegetables / Commodities shall be procured by groups from the producing areas / wholesalers only.
- k. **Fixation of rates**:- Estate Officer of Rythu Bazar shall fix the retail Rythu Bazar price for each vegetable based on the wholesale price, transportation charges and margins. Rates fixed by Estate Officer shall be final. Groups are not permitted to sell at the rates in excess of rates fixed by Estate Officer. In respect of Commodities like, Dal, etc., the rates fixed by District Supply Officer shall be final.
- l. **Quality**:- Group shall sell only good quality vegetable commodities. Estate Officer shall have the right to reject any inferior quality vegetables / commodities.
- m. **No permanent constructions or alterations**:- Groups are not permitted to make any permanent constructions or alterations to the stalls.
- n. **Weighing Scales**:- Groups shall use only those scales and weights which are stamped by Legal Metrology Department.
- o. **Sales – Tax**:- Groups shall maintain necessary books of accounts and pay sales tax wherever applicable. Every group shall also issue bill to the consumers whenever the commodities to which the sales tax is applicable are sold.
- p. **No-Sub-Lease**:- Self Help Groups who are allotted stalls shall not sub-lease or allow other persons to transact on their behalf. Only members of the group are permitted to carry on day to day activities.
- q. **Group – activity** - Profits / Loss arising out of transactions shall be shared by all members of group. Every month group shall hold meeting with all the members of the group and discuss about the transactions carried out during the month. Estate-Officer of Rythu Bazars may call for the books of accounts of groups at any time and verify whether the stall is being run by the group or not. In case, it is noticed that there is no involvement of group members in the activity, the Estate Officer shall send a report to the Joint Collector for cancellation of allotment.
- r. **Identity Card**:- After allotment of the stalls, groups shall be issued identity cards. Group photo of the members shall be attached to the identity card.
- s. Groups shall abide by the rules and regulations specified by the Estate Officer relating to timings, holidays, etc., Groups shall keep their stalls neat and clean.
- t. **Cancellation**:- For any violation of conditions, Joint Collector is the competent authority to cancel the allotment even before the expiry of the agreement period. Before cancellation, group should be given a reasonable opportunity of being heard.

- u. **Undertaking**:- Immediately after selection, the group shall execute an undertaking on a non-judicial stamp paper of Rs.,100/- agreeing to abide by the conditions stipulated by Joint Collector. Only after taking undertaking, stalls shall be formally handed over to the groups. Joint Collector may stipulate any other conditions in the interest of smooth functioning of Rythu Bazar which shall also be incorporated in the undertaking.
- v. **Existing Groups**:- All the existing allotments to CMEY / SHG groups which have exceeded a period of more than three years shall be cancelled as per rules. After cancellation it should be ensured that stalls are vacated. In no circumstances, new groups shall be allotted without canceling the allotments of existing in eligible groups.

4. **Allotment of shops to Rice Miller Association**:- Two stalls in big Rythu Bazars and one stall in small Rythu Bazars shall be allotted to the concerned district Rice Millers Association. Rents as levied by the Joint Collector concerned and competent authority in Hyderabad and Ranga Reddy Districts shall be collected from the rice stalls. District Supply Officer shall decide the rates at which the rice should be sold in the stalls.

5. **Monitoring the day to day functioning of the Rythu Bazar**:

- a. The Assistant Director, Marketing shall be responsible for overseeing the day to day functioning of the Estate Officer. He shall report fortnightly to the Joint Collector who shall take effective necessary steps for the smooth functioning of the Rythu Bazar. The AD shall also be the custodian of all files, records, communication etc pertaining to the Rythu Bazars in the district.
- b. The Joint Collector shall also send a monthly report to the CEO, Rythu Bazars on the overall functioning of the Rythu Bazar in the district.
- c. The recurring expenditure for functioning of Rythu Bazar such as salary, electricity charges etc shall be borne out of income generated through allotment of stalls, auction for parking, canteen etc.
- d. In order to ensure better income to the Rythu Bazar, maintenance for parking, canteen, toilets etc shall be allotted to eligible persons through the process of tender/auctions only. No allotment shall be made on the basis of nominations. The Joint Collector shall be responsible for allotment through the process of tenders/auctions. The period of such allotment through tenders/auction shall not exceed one year and is not renewable.
- e. District shall be treated as unit for release of the funds to Rythu Bazar. The Joint Collector shall analyze the income and expenditure of each Rythu Bazar and if needed, he may utilize the surplus funds from any Rythu Bazar for incurring recurring expenditure of loss making Rythu Bazar. After making the above internal adjustments, the Joint Collector shall submit quarterly report to the Commissioner and Director of Agricultural Marketing for further release of funds, duly showing the month wise income and expenditure from all the Rythu Bazars by enclosing copy of the utilization certificate furnished to the respective Agricultural Market Committees.
- f. The Joint Collector shall get the accounts audited annually by a locally available but reputed chartered Accountant and submit copy of the audited report to the Commissioner and Director of Agricultural Marketing. The Assistant Director of Marketing shall be fully-responsible for proper maintenance of records and utilization of funds.

6. Notwithstanding anything mentioned in paragraph 1, 2, 3, 4 and 5 above, the powers of the Collector/Joint Collectors with regard to the Rythu Bazars in Hyderabad and Ranga reddy districts are withdrawn and are transferred to the Chief Executive Officer, Rythu Bazars. The Rythu Bazars in these two districts shall henceforth be maintained by the respective Secretaries, AMCs, under the Control of Chief Executive Officer, Rythu Bazars.

**FINANCIAL POWERS :**

1. All expenditure required for construction of permanent Rythu Bazars, opening of new Rythu Bazars, all capital, renovation and repair works in Rythu Bazars, provision of amenities, capacity building for personnel etc shall be part of the concerned AMC budget.
2. The Chief Executive Officer, Rythu Bazars may sanction expenditure relating to minor capital works, renovation and repair works in Rythu Bazars, provision of amenities, capacity building for personnel, office maintenance, etc not exceeding 10 lakhs out of Rythu Bazars funds. Such works shall be entrusted to the Engineering Section of the Marketing Department, but not to out side agencies.
3. The Joint Collector shall sanction recurring monthly expenditure viz., salary, electricity charges, telephone charges, water charges, sanitation and other miscellaneous items out of income earned from Rythu Bazars.
4. The Assistant Director of Marketing of the concerned district shall transfer all surplus income earned from Rythu Bazars to CEO, Rythu Bazars on a monthly basis.

I.Y.R. KRISHNA RAO,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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## ANNEXUTE-II

to G.O.Ms.No. 29 , Agri. & Coop. (AM.IV) Dept., dated :16-02-2012

### **TERMS AND CONDITIONS FOR APPOINTMENT OF ESTATE OFFICER / SUPERVISOR ON CONTRACT BASIS IN THE RYTHU BAZARS**

1. Appointment: A person appointed as Estate Officer/Supervisor shall not be regarded as a member of the service in which the post to which he/she is appointed is included and shall not be entitled by reason only of an appointment to any preferential right to any other appointment in that or in any other service.
2. Agreement: The Estate Officer/Supervisor appointed on contract basis, shall execute an agreement on a non-judicial stamp papers of Rs. 110/- (Rupees one hundred and ten only) with two witnesses to the CEO Rythu Bazars at the time of reporting to duty, agreeing to the conditions of contract. The selected candidates should report to duty to the Joint Collector concerned within 15 days from the date of appointment.
3. Qualification: Person possessing minimum qualification of B.Sc.(Horticulture), B.Sc.(Agriculture) and M.B.A of any recognized University is eligible for appointment as Estate Officer on contract basis. Any graduate from a recognized University is eligible for appointment as Supervisor on contract basis. The candidates shall bring necessary original documents at the time of selection to prove their age and qualification.
4. Age: The candidate should be below 34 years of age.
5. Remuneration: Estate Officer who is appointed on contract basis shall be paid consolidated remuneration as determined by the government from time to time. He shall not be eligible for any other allowances or monetary benefits.

Name of the contract Post	GHMC Cat.I	More than 1M. Pop. Cat.II (Visakhapatnam, Vijayawada)	Others Cat.III
Estate Officer	16,100	14,000	13,000
Supervisor	10,900	10,000	8,000
Security Guards	Min. Wage Act	Min. Wage Act	Min. Wage Act

6. Contract period: The contract agreement period shall be for 3 years with a break in service for each 11 months and the tenure of the contract is only as prescribed and is non-renewable/ non extendable.
7. Termination of contract: If the performance of the Estate Officer/Supervisor appointed on contract basis is found unsatisfactory during the contract period, or if their services are not required, their services will be terminated at any time, without assigning any reasons thereof.
8. The Estate Officer/Supervisor appointed on contract basis, shall work in any area of the District in the State of Andhra Pradesh and reside in the head quarters concerned or the place fixed by the CEO Rythu Bazar.

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9. The Estate Officer/Supervisor so appointed on contract basis shall report at the place appointed at his / her own cost.
10. Working Hours: The working hours of the Estate Officer/Supervisor appointed on contract basis shall be as per the duties and job chart enclosed as Annexure-II.
11. Leave: Estate Officer/Supervisors appointed on contract basis are not entitled for any kind of leave like Earned Leave, Half-pay leave, Medical leave etc.
12. Transfer: The Estate Officer/Supervisors may be transferred within the district on administrative grounds.
13. No claim for regularization: The Estate Officer/Supervisor appointed on contract basis, shall not have any claim or right for regularization of their appointment and shall not resort to any court of law with regard to regularization of contract appointment.
14. Medical Certificate: The Selected candidate shall produce a medical fitness certificate issued by Government Civil Assistant Surgeon.

I.Y.R. KRISHNA RAO,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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### **ANNEXUTE-III**

to G.O.Ms.No. 29 , Agri. & Coop. (AM.IV) Dept., dated :16-02-2012

#### **DUTIES OF THE ESTATE OFFICER / SUPERVISORS**

1. Upkeep and maintenance of Rythu Bazar.
2. Daily allotment of stalls to farmers on First Come First Serve (FCFS) basis.
3. Provision of weighing scales to farmers daily and collecting them back in the evening.
4. Formation of price fixation committees and convening of the price fixation committee meetings everyday morning for realistic price fixation.
5. Price fixation.
6. Ensuring sales at the prices fixed.
7. Conducting a meeting of all farmers once in a week to assess the functioning of Rythu Bazar and to take course corrections and send the minutes to Joint Collector and CEO, Rythu Bazars.
8. Prominent display of prices at strategic points.
9. Use of public address system for announcement of prices.
10. Prevention of entry of middlemen.
11. Cleanliness sanitation.
12. Proper supply of power and water
13. Proper transport facilities to farmers.
14. Proper recording of daily arrivals and sales.
15. Prompt furnishing of returns and reports to the Joint Collector and CEO, Rythu Bazars.
16. Encourage sale of vegetables not grown locally, by the Self-Help Groups.
17. Ensure that the farmers sell vegetables mentioned in the identity cards.
18. Co-ordinate with Horticulture officers / consultants in timely distribution of seed material / inputs to promote Horticulture production.
19. Prevent entry of antisocial elements especially in the nights.
20. Proper maintenance of Accounts and inspection Register.
21. Settle disputes arising on account of quality, price etc., between sellers and purchasers.
22. Lease of space for parking / canteen etc., and realization of lease amounts.
23. Organize proper watch and ward.
24. Prompt action on adverse news items relating to Rythu Bazars.
25. Problems of transportation, middlemen, requirement of additional infrastructure and other problems shall be taken to the notice of Joint Collectors as and when necessary.
26. Timely Submission of files to the Joint Collector through AD marketing on expiry of allotment/lease period and seek written orders from the Joint Collector.

I.Y.R. KRISHNA RAO,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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